

STANDARD OPERATING PROCEDURES (SOP) FOR ADMINISTRATION AND MANAGEMENT OF THE GRADUATE EDUCATION VOUCHER (GEV) PROGRAM 5 MAY 2000

1. As an officer selected for off-duty graduate education under the Graduate Education Voucher Program (GEV), you will soon be returning to the academic world for what should be a most challenging and rewarding experience. Preparing for graduate school requires a careful definition of professional objectives for graduate study. The following information provides guidance and specific instructions regarding academic program planning, education plan preparation, academic standards, tuition payment and reimbursable expense procedures, and actions necessary at program completion.

2. ADMINISTRATIVE RESPONSIBILITIES OF GEV SELECTEE

a. Preliminary Planning: Most schools require the results of the Graduate Record Examination (GRE) or Graduate Management Aptitude Test (GMAT). You should take the examination as early as possible. The GRE/GMAT are offered free of charge through the Defense Activity for Non-traditional Education Support (DANTES). Contact your local Navy College Office (NCO) for details. Only the GRE general examination is required by most schools. You should confirm specific requirements with your school(s) of choice to ensure you satisfy their specific entrance/application requirements.

b. Choosing a School: Upon notification of selection to the GEV program, you can then start the planning effort in earnest by obtaining catalogs, course descriptions, and admission forms to the graduate schools within close proximity to your duty assignment. Additionally, most Universities now offer "Distance Learning" opportunities that may also be applicable to the GEV program. The graduate program must be from an educational institution accredited by a regional accrediting agency recognized by the U. S. Department of Education (DOE).

c. Proposed Education Plan: Of the utmost importance to begin receiving funding through the GEV program is the timely submission of all required paperwork of which the cornerstone is your Proposed Education Plan. You must submit a request to Navy Postgraduate School Civilian Institutions (CIVINS), Code 031A for an evaluation of your proposed program. An example of this request is provided in enclosure (1). Along with this request you must submit your Proposed Education Plan as well as the descriptions of each course listed on the plan (normally found in the university's course catalog or on their website). Your "Navy Relevant" graduate education program must meet the Educational Skills Requirements for at least one approved Navy subspecialty. A listing of Navy subspecialties is included as enclosure (2). The Education Skill Requirements (ESR) for specific subspecialties are listed in the NPS Catalog, and are available for review on the NPS website: (<http://web.nps.navy.mil/~ofcinst/catalog.htm>). Additionally, information on the Navy's transition to the new subspecialty system and how the old subspecialties migrate over may be found at (<http://www.bupers.navy.mil/pers440/pers440e2/pers440e2.htm>). NPS 031A will respond with approval/disapproval of your proposed program and make recommendations ensuring your program is "Navy Relevant" and meets the requirements of a Navy subspecialty.

d. Initial Education Plan: The Education Plan (EP) is the basis for tracking and documenting your academic progress and funding authorization requests while earning your graduate degree and subspecialty code. The EP is not considered complete unless it lists all the courses in your program of study, including those you have already taken, and includes the description of these courses. The course descriptions are required for the sponsors to cross reference your classes with the ESR's. An EP worksheet is provided as enclosure (3). You are required to submit the original plus one copy of the initial and all revised EPs to NPS 031A. Detailed instructions for completing the EP are provided in enclosure (4).

(1) You must include on the EP an estimated tuition cost for the approved courses that you will be taking for the duration of your program.

(2) Only the cost of courses and authorized expenses fulfilling educational skill requirements for the applicable subspecialty code approved in the EP are payable by Naval Education and Training Professional Development and Technology Center (NETPDTC). You may enroll/participate in unapproved courses at your own expense only if the additional courses/activities/programs will not delay the completion of your program. If courses approved in the EP are not offered during a given academic term, or if other unusual circumstances exist, you must contact the NCO before registering for courses not approved in the EP. Tuition Assistance is not authorized while participating in the GEV program.

e. Application Process

(1) When requesting Graduate Education, you must submit a completed GEV request to your local NCO prior to the beginning of coursework using Enclosure (5), "Application for Graduate Education Voucher," along with your approved course listing from NPS 031A. GEV is not authorized for courses not listed in your EP.

(2) Applications for GEV are processed within two working days.

(3) Service member must deliver GEV Authorization Form to the school during registration.

(4) Enrollment in a course not listed on the GEV Authorization Form is authorized if it is included on your EP and there is no cost increase. The NCO must be notified of the change prior to attending class.

f. Student Waivers: In most states, active duty Armed Forces members enrolled as full-time students qualify for a waiver of out-of-state/non-resident fees. To obtain this benefit you must request a waiver. Many universities also waive health fee charges for the military. It is your responsibility to provide the university with proof of active duty status so the Navy is not billed. Failure to request a waiver of non-resident and health fee charges may result in your being billed for these charges.

g. Course Listing: For each required academic term, you must provide NPS 031A complete catalog course titles, department, course number, and credit hours, as well as the credit hour total.

h. Academic Standards: Students are expected to maintain a 3.0 grade point average.

i. Grade Reports: For each academic term provide NPS 031A and NETPDTC N8115 grade reports for each course completed. Grades indicating incomplete or withdrawal from courses must be explained in writing to NPS 031A and the local NCO.

j. Repetition of Courses: If repeating a course for the purpose of improving a grade, you must submit a request for approval from NPS 031A prior to re-taking the course. Courses are repeated at the student's expense.

k. Authorized Expenses: Required fees normally charged by the university relating directly to student application and enrollment, including mandatory health fees and health insurance, laboratory fees, vehicle registration and identification cards, and computer fees (***the purchase of a computer, whether required or not, is the responsibility of the individual student and is not reimbursable***) are reimbursable. Other reimbursable expenses include:

- (1) One school application fee and one transcript fee.
- (2) Cost of two final transcripts with degree conferred.
- (3) Cost of services in connection with final thesis, such as reproduction and binding, not to exceed \$150.
- (4) Actual cost of books for your courses.

Optional expenses such as meal and bus passes and athletic fees are your responsibility and are not reimbursable.

l. Reimbursements: NCO will issue a new Claim for Reimbursement for Expenditures on Official Business (SF1164) with your GEV authorization document each semester/quarter you enroll in a course. Enclosure (6) is a sample in .pdf format (use Adobe Acrobat Reader to open). Make a copy of the original each time you need to file a claim for that term. Submit the SF1164 with your original signature and original receipts to NETPDTC N8115. Since Electronic Funds Transfer (EFT) is the prescribed method of payment for reimbursements to individuals, bank account information must accompany your first claim. Submit a voided personal check with your first claim to NETPDTC N8115. This will remain on file for the duration of your program. If you change checking accounts, you will need to provide a voided personal check form your new account. The bank routing number and your account number must be plainly visible. Deposits made to an incorrect account are very difficult to recover. Failure to provide complete and accurate payment information will result in delay of the reimbursement to you.

m. Final Transcript: Upon completion of your degree, you must have two (2) official transcripts, noting the degree conferred, forwarded to NPS 031A and one (1) transcript to NETPDTC N8115. Upon receipt of the transcript, NPS will recommend the appropriate subspecialty code for entry in your service record. NETPDTC N8115 requires your final transcript to ensure all grades are posted and to close your GEV status, allowing eligibility for other Navy College Program assistance.

n. Feedback Letter: A letter report assessing your academic accomplishments, and strengths and weaknesses of your program, must be submitted to NPS 031A at the completion of your program. The report helps evaluate the quality of education you received. Enclosure (8) is a sample feedback letter.

POINTS OF CONTACT

NPS (CODE 031A)

MAILING ADDRESS: Civilian Institutions Program
Naval Postgraduate School (Code 031A)
1588 Cunningham Road, Room E220
Monterey, CA 93943-5143
DSN: 878-2319
COMM: (831) 656-2319
FAX: (831) 656-1014

DIRECTOR: LCDR K. W. AINSWORTH (831) 656-4654

CIVINS STAFF: Mrs. Sandi Herbst (831) 656-2319

E-MAIL ADDRESS: 031A@nps.navy.mil

NETPDTC

MAILING ADDRESS: Commanding Officer
NETPDTC N8115
6490 Saufley Field Road
Pensacola, FL 32509-5241

DSN: 922-1182/1034
COMM: (850) 452-1182/1034

FAX: DSN: 922-1149
COMM: (850) 452-1149

NAVY COLLEGE OFFICE (NCO)

STAFF(contact): Local Navy College Office, Director

Call NETPDTC N2 in Pensacola for NCO nearest you:

DSN: 922-1828/1807
COMM: (877) 253-7122 or (850) 452-1828/1807